

Utilization Instructions

- ★ All reported utilizations must be reported in calendar year (January – December). If only a partial year can be reported, please specify the months being reported.
- ★ Report all similar equipment as a whole, not by each individual unit, and not by each individual CPT code.
- ★ Report utilization of units located at separate locations (different physical addresses) separately.
- ★ All CT scanner, Lithotripter, MRI, and PET scanner utilizations will be based on the following CPT codes for outpatient and similar ICD9 codes for diagnostic procedures (parenthesis represent Level II codes):
 - ✿ CT scanners: 0066T, 0067T, 70450, 70460, 70470, 70480-70482, 70486-70488, 70490-70492, 70496, 70498, 71250, 71260, 71270, 71275, 72125-72133, 72191-72194, 72292, 73200-73202, 73206, 73700-73702, 73706, 74150, 74160, 74170, 74175, 75635, 76380, 76497, 77011-77014, 77078, 77079
 - ✿ Lithotripters: 50590 (43265)
 - ✿ MRI's: 70336, 70540, 70542-70549, 70551-70555, 70557-70559, 71550-71552, 71555, 72141, 72142, 72146-72149, 72156-72159, 72195-72198, 73218-73223, 73225, 73718-73723, 73725, 74181-74183, 74185, 75557-75564, 76390, 76498, 77021, 77022, 77058, 77059, 77084 (C8901-C8914, C8918-C8920)
 - ✿ PET scanners: 78459, 78491, 78492, 78608, 78609, 78811-78816 (G00030-G0047, G0125, G0210-G0235, G0252-G0254, G0296, G0336)
 - ✿ 1 CPT code/billing unit = 1 procedure
- ★ Linear accelerator utilizations will be based on the following CPT codes for outpatient treatments and similar ICD9 codes for inpatient treatments: 77401-77404, 77406-77409, 77411-77414, 77416, 77418, 77422-77423, 77520, 77522, 77523, 77525
- ★ Linear accelerator utilizations will be on actual treatments and not on simulative work. Same as above, 1 CPT code/billing unit = 1 treatment.
- ★ The utilization must be broken down by payor source for each group of equipment unless otherwise directed.
 - ✿ Payor source break down is: Medicare, TennCare/Medicaid, Managed Care, Commercial, and Self Pay/Other.
- ★ If you do not normally use CPT codes but financial codes, use only the financial codes that match the definitions of the requested CPT codes.
- ★ If equipment is a mobile unit, please report how often it is at the facility.
Examples: 1 day/wk, 1 day/biweek, 1 day/month, and 1 half day/week
If equipment is used "as needed", please report how many days it was used (example: as needed=10 days).
- ★ If equipment is shared, please report the time shared arrangement like you would report a mobile unit (See previous for example)
- ★ If the piece of equipment is sitting on/in a truck parked outside the health facility, it's a mobile unit even if it's permanently there. In the case of lithotripters that "live" at the health facility but are mobile, label those as mobile/fixed especially if they are on a lease term for limited number of days per week.

1. To submit the report electronically, go to www.tn.gov/hsda then click on Medical Equipment (under Featured Topics) then click on Medical Equipment Submissions. At the bottom of the page is the link Medical Equipment Utilization – click on it. The link will take you to another web site.
 - a. Locate/Enter your facility name.
 - b. Enter Contact information.
 - c. Click on the beginning date of reporting period (i.e. January 2008). Then click on the ending date of reporting period (i.e. December 2008).
 - d. Enter the number of units and how many days (i.e. 2 per week) in the appropriate places. If you have a mobile along with fixed units, report the mobile unit's utilization separately, if possible.
 - e. Enter the utilization in the appropriate places.
 - f. Print a copy (landscape) for your records then Submit.
 2. The utilization must also be reported by the patient's origin. This is mainly submitted by reporting the number of procedures or treatments by county.
 - a. Follow the same instructions for submitting the utilization by payor source except once you get to the utilization page, click on Section Two.
 - b. Just like the previous instructions, enter the appropriate information.
 - 1c. If the facility is able to report by county, enter all the data into the corresponding counties.
 - a) Upon completion, print the report then Submit.
 - 2c. If the facility cannot report by county but by zip code, enter in the Comment line – “Cannot by County But will Submit by Zip Code”.
 - a) At that point, click on Submit. Don't worry about the rest of the document.
 - b) The zip code data can be put into a Microsoft Excel spreadsheet or similar table. The file then can be emailed to Alecia Craighead at alecia.l.craighead@state.tn.us.
 - 3c. If the facility cannot report by county and cannot report by zip code, enter in the Comment line – “Cannot by county. Cannot by zip code”.
 - a) At that point, click on Submit. Don't worry about the rest of the document.
- ★ Please, if at all possible, submit at least the zip code listing so we can have a better idea how far or where patients are traveling to for services.
- ★ Upon receipt of electronic submission, a confirmation will be sent to the listed contact person by Alecia Craighead within two (2) business days. If a receipt has not been received, contact Ms. Craighead for follow up (phone: 615-253-2782 email: alecia.l.craighead@state.tn.us). Submissions have been lost in cyber space in the past. Receiving a confirmation ensures that your data is received and recorded timely. Do not rely on the computer generated confirmation. Only rely on the confirmation received by Ms. Craighead.

Notes:

- ★ The utilization of equipment pertains to all Computed Tomographers, Magnetic Resonance Imagers, Linear Accelerators, Lithotripters, and Positron Emission Tomographers that your facility owns, leases, or shares.
- ★ If a facility utilizes equipment at separate locations (i.e. different physical addresses), each location must report their equipment's utilization.

Joint Annual Report Advice...

Since a lot of the requested data is similar but more detailed than what is requested for the Joint Annual Report, it is recommended that you generate the data for the above requested reports first then use that data to tabulate the totals for the Joint Annual Report.